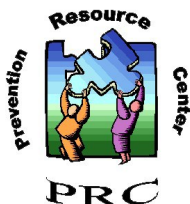




VISTA Insider

VOLUME 1, ISSUE 4

SUMMER 2013



INSIDE THIS ISSUE:

VISTA Profile	2
Fun Facts	2
Recipe Under \$10	3
VISTA Profile	3
Helpful Webinars	4
Leader Notes	4
Upcoming Birthdays	5

12 Steps to Time Management

1. Set goals. Make a list of specific attainable goals, both personal and professional, and set deadlines for reaching them. Review goals monthly.

2. Make lists. Create a daily to-do list for your work style. Create a system to identify

urgent, important, and "if there's time" priorities items on the list. Start with urgent items.

3. Be realistic. For an eight hour day, plan for six hours of accomplishments.

4. Get organized. Get a daybook, buy one or make one with a calendar and note pad, for the central headquarters for your schedules and lists.

5. Include "Me" time. Write yourself in for appointments and keep

them. Block out time for reflection and other activities to recharge: sports, reading, hobbies, etc.

6. A place for everything. Put something where it belongs and it's always there. If you don't know where it belongs, decide right away.

7. Delegate. Decide what others are able and willing to do, and ask for help if you need it.

8. Learn how to say no sometimes. Promise yourself to decline demands upon your time. Practice this if it is difficult for you. Set a limit of how many "got-a-minute?" requests you will entertain each day.

9. Cluster. Arrange similar tasks to do at once, or those that need to be done in the same place and go there once.

10. Effective rather than efficient. Effectiveness is the right thing at the right time, not the wrong thing quickly.

11. Start small. Some call it "chunking," taking one big goal and downsizing it into smaller doses. Keep your to-do list detailed so daily activities add up to the larger goal over time.

12. Quality rather than quantity. fewer meaningful experiences in a day are more valuable than a slew of blurred memories.



VISTA Profile

Name: Christine Armstrong

Where are you from?

Where are you serving? From Billings, MT, serving in Bozeman, MT at the Gallatin City-County Health Department.

Do you have any pets? At

home in Billings, I have a dog, Sam, a border collie mix. None in Bozeman.

What is your favorite book from childhood?

Anything from the Bearenstain Bears

Name your favorite flavor of ice cream: Bunny Tracks

What's in the trunk of your car? Winter and summer survival gear, first aid kit, a few must-haves for backpacking

The last movie you saw: Moonrise Kingdom

Most beloved season: Early Autumn- best time of year for backpacking!

What has surprised you about being a VISTA?

The potential to make whatever I want out of my term. My organization has a lot going on, and I'm surprised at how many

opportunities there are for me to get involved and options for areas of focus.

What's the best thing about being a VISTA in your community? Galatin Co. has tons of organizations that focus on and address many different issues, so there are plenty of places to devote my time. My community is already fairly aware of the AmeriCorps VISTA program, so they know that I'm here to serve, which makes me approachable. Bozeman is a very passionate community, so being a service-oriented person means I fit right in.



**QPRs are Due
July 15th!**

Fun Facts from the PRC Work Plan

Cash generated: \$26,823

In-kind donations raised: \$11,900

Community assessment completed: 20

Individuals mentored: 1,469

Volunteers recruited: 117

Number of disadvantaged youth served through programs: 182, 843

Recipes Under \$10— Nutella Pockets

Ingredients:

1 cup (2 sticks) butter, at room temperature
8 ounces cream cheese, at room temperature
2 cups flour

1/4 cup plus 2 tablespoons Nutella
Water, as needed
1/2 cup confectioners' sugar
Special equipment:
3-inch fluted biscuit cutter



Directions:

In a medium bowl, using a

hand mixer, cream the butter and cream cheese together until light and creamy.

Add the flour slowly until the dough forms. Do not over-mix! Shape the dough into a ball and cover. Let the dough rest in the refrigerator for 30 minutes.

Preheat the oven to 375 degrees F.

On a lightly-floured surface, using a lightly-floured rolling pin, roll out the dough to 1/8-inch thickness.

Using a 3-inch fluted biscuit

cutter, cut out as many circles as you can. Form the scraps into a ball and reroll to make more circles.

Fill each dough circle with a small spoonful of the chocolate-hazelnut spread.

Dip your finger in tap water and spread on the edge of half the circle to help create a seal.

Fold the dough over to create a crescent.

Bake until golden, about 15 minutes.

Cool, then sift the confectioners' sugar on top and serve.



VISTA Profile

Name: Stephanie Bleyendaal

What's in the trunk of your car? A body....no wait...

Most beloved season: Winter!

Where are you from?

Where are you serving? I'm from Massachusetts. I'm serving in Helena, Montana.

Do you have any pets? Not yet.

What is your favorite book from childhood? Harry Potter, hands down.

Name your favorite flavor of ice cream: Mint chocolate chip.



What has surprised you about being a VISTA? The support and presence of other AmeriCorps members.

What's the best thing about being a VISTA in your community? Getting to connect with so many different organizations and individuals who are excited and willing to share their passion!

Helpful Webinars

[Grant Seeking Basics:](#)
June 4th

[Before You Seek a Grant:
A Checklist for New Non-
profits:](#) June 6th

[Plan Your Professional
Development:](#) June 6th

[To Raise More money, Tell
a Story:](#) June 12th

[Leading Organizational
Change:](#) July 17th

[Life As a VISTA: Living on
the Living Allowance:](#) June
18th

[Nonprofit Sustainability:
Building Blocks to Organi-
zational Success:](#)

June 18th

[Using Census Data to
Get Grants:](#) June
26th



Fight Poverty with PASSION



Leader Notes

July is quickly approaching and that means my time as your VISTA Leader is coming to an end. It has been a pleasure to work with all of you and see your progression through your year of service.

Amanda Paramore, currently serving at the Boys & Girls Club of

Carbon County, will be the next VISTA Leader. Amanda has been a member for the last two years with the Prevention Resource Center and will make a great Leader.

As many of your terms come to an end it also means it's time for recruitment! Currently we

are working on placing 13 members (+2 re-enrollees) for the July cycle. If you know of anyone interested in serving, send them my way!

Have a great summer and be sure to experience all that Montana has to offer!



VISTA

Volunteers In Service To America



AmeriCorps Pledge

I will get things done for America -
To make our people safer, smarter , and healthier.
I will bring Americans together to strengthen our
communities.

Faced with apathy, I will take action.

Faced with conflict, I will seek common ground.

Faced with adversity, I will persevere.

I will carry this commitment with me this year and
beyond.

I am an AmeriCorps member, and I will get things
done.

We are what we repeatedly do. Excellence,
therefore, is not an act but a habit.
-Aristotle

Upcoming Birthdays!

Sarah Connor- July 2nd

Andrew Gjeffe- July 20th

Nicole Johnson- July 23rd

Genna Williams- August 12th

**QPRs are Due
July 15th!**